IM BOARD MEETING SUMMARY
August 24, 2000

Meeting Agenda

- Review Agenda and 6/29/00 Actions Items (Rice for Griffin)
- Brief IMSC Status (Hughes)
- Brief CME Status (Hitchcock)
- Review FY01 IM Operating Plan Development Status (Rice for Griffin)

Meeting Summary

Bill Valdez opened the meeting by welcoming representatives from the Oakland, Chicago, and Richland Operations Offices, who participated by phone conference. He noted several advantages of involving the Operations Offices in the IM Board meetings:

- We cannot have an integrated IM framework without the participation of the labs and the Operations Offices.
- We welcome the field's ideas about cost effective ways to integrate common systems and avoid duplication.
- We continue to search for best practices that will be cost effective ways to improve our IM infrastructure.

He also welcomed ideas on how to make the IM Board agendas more inclusive.

Review agenda and 6/29/00 meeting action items.

6/29/00 Action Items	Status
Brief status of CME at the August meeting. (Hitchcock)	Completed. (On agenda for 8/24/00).
Invite SNL to brief IM tools at August meeting. (Griffin)	To be scheduled for September 28 meeting
Invite SC field participation at SC HQ IM customer groups. (SC-621)	How best to implement this action will be discussed at a planned October meeting with SC Operations Offices.
Members are to have substitutes if they cannot attend. (CIAG Members)	Completed. (The action was transmitted in meeting notes and in an e-mail reminder).
Send out a Beta 2 copy of the SC Intranet Portal to IM Board members. (Hughes)	To be addressed in IMSC update on 8/24 agenda.
E-mail the latest CSPP to Valdez. (Nay)	Completed.
Refine cost estimates and determine maintenance costs for including DigiSource and PresentationSource in the SC Intranet Portal project. (Hughes)	Completed. (On 8/24 agenda)
Ask Ed Oliver, SC-30, for $5K to add "SC Workforce Relations and Diversity Council" information to the SC homepage. (Valdez)	Funding must come from Program Direction, not Program budgets, and the information proposed for posting must be reviewed by SC-60.
Workforce Relations and Diversity Council to recommend to IMB information to be posted.	Action still underway.

(Derflinger)	
Request $10K from SC-60 to fund support for the SC homepage and video streaming for the remainder of this fiscal year.	Video streaming and other changes in the SC Web page are temporarily on hold while a new SC Webmaster (Rick Borchelt) assesses how to proceed; additional funding is not required at this time.

Pros and Cons of Piloting PNNL CollabraSuite for DigiSource and Presentation Source

Gene Hughes summarized the pros and cons of the proposed pilot, noting that it would provide a Web/Intranet-based browser solution as well as a full text search toolset. The cost of a 6-month pilot, which could begin early in FY01, would be approximately $25-35K. On the other hand, Hughes pointed out that CollabraSuite would be a significant shift from our SC architecture. Because it is Lotus Notes/Domino Corba based (and SC's architecture is COM based), there would likely be integration issues as well as potential conflict with future document management plans. In addition, because CollabraSuite is not within SC's architecture, SC would not be responsible for back/up of user data, disaster recovery, records management, security or performance of the system.

After some discussion of the pros and cons, Bill Valdez noted that search for "best practice" software already in use at SC's labs has, by definition, been piecemeal. He suggested, and the Board agreed, that action should be deferred on CollabraSuite until the budget is determined and a more thorough, strategic approach to identifying potentially useful lab software can be put in place.

Brief IMSC status.

Gene Hughes gave a presentation discussing Worksheet Exchange 1.0, the SC Homepage, and the SC Intranet Portal. Hughes noted that Beta 2 of Worksheet Exchange 1.0 was ready for review by Budget, BES and HENP. Based on their comments, a Beta 3 release will be developed using real BES and HENP data for user testing in September. He also noted that the Reference/Execution module of IMSC will be ready to go "live" on September 26, 2000. Beta 2 of the Intranet Portal is also completed and being configured for user review, with a JAD/RAD session scheduled for the week of September 11, 2000. The Board requested that all Intranet Portal Team members be called and asked to attend the session or send a substitute.

Presentation on Corporate R&D Portfolio Management Environment (CME)

Dan Hitchcock summarized the results of a DOE-wide study aimed at determining how to take a corporate view to modernizing and streamlining R&D management and reporting in the Department. He explained that today's R&D management and reporting process is paper-based and costs approximately $200 million per year, $30 million of which can be traced to paper processing. The study recommended a Corporate Management Environment, including necessary technology infrastructure, integration technologies and methodologies, and process improvements. Together, these elements would allow "cradle-to-grave" tracking of research projects, information sharing across programs and "snapshots" of the Department's R&D.

 Hitchcock noted that a DOE-wide data dictionary would be a key requirement to allow a single record for an R&D project that included all required information (proposal, review, funding actions, progress reports, and publications). The proposed CME would interface with the DOE Business Management Information System (BMIS). A three-year implementation is proposed beginning with the establishment of an Implementation Team in the fourth Quarter of FY2000. There was a generally positive reaction to the planned CME from the Operations Offices participating in the IM Board meeting and a recognition by the Board that it would be important to follow CME developments closely.

 Review FY01 IM Operating Plan Development Status

Development of the FY01 IM Operating Plan is awaiting a final decision on the IM budget. A meeting is scheduled for the first week in September to discuss the IM budget with SC's Deputy Director. Once a decision has been made, the Operating Plan will prepared and presented to the IM Board for approval.

Action Items

- Invite SNL to provide a briefing on IM tools at the September meeting. (Griffin)
- Notify PNNL of intent to defer the decision on CollabraSuite. (Hughes)
- Determine a more thorough approach to searching for lab software that could meet SC Strategic Plan requirements. (Griffin)
- Contact all Intranet Portal Team members to ensure their attendance, or that of a substitute, at the September 11, 2000 JAD/RAD session. (Hughes)
- Investigate the possibility of conducting the IM Board meetings via videoconference. (Griffin)
- Prepare a master list of contact information for all IM Board members and Operations Office representatives (e.g. names, phone numbers, mailing and e-mail addresses) to be made available at the September meeting. (Griffin)

Next scheduled IM Board Meeting

- September 28 in Germantown, MD.

Meeting Attendees

Name	Role	Organization	Contact #	Attendance
Bill Valdez	**Chair**	**SC-5**	**6-9942**	**Local**
Pat Rice (for Ted Griffin)	**Exec. Sec.**	**SC-621**	**3-4556**	**Local**
Bob Woods	Member	SC-22	3-4801	
Marvin Stodolsky	Member	SC-72	3-4475	
Melea Baker	Member	ESMT	3-7486	
Greg Dilworth	Member	SC-17	3-2873	Local
Steve Buswell	Member	SC-7	6-9741	Phone
Barry Sullivan	Member Sub	SC-82	3-8438	Local
Peggy Burris	Member	SC-4	6-7265	Phone
Dan Hitchcock	Presenter	SC-31	3-6767	Local
Dick Yockman		SC-621	3-3394	Local
Gene Hughes		SC-621	3-5409	Local
Jason Kruse		SC-621	3-6592	Local
Kirk Harrison		SC-621	3-5253	Local
Joanna Martin		SC-621	3-1017	Local
John Stush	Security Advisor	SC-80	3-6576	Local
Andre Bethea		SC-64		
Mike Gercken		SC-621	3-5253	Local
Jim Hirahara	Ex Officio Member	OAK	510-637-1503	Phone
Larry Vann	Ex Officio Member	CH	630-252-2875	Phone
Terry Davis	Ex Officio Member	RL	509-372-4612	Phone